



## **Town of East Windsor Request for Qualifications Parks and Recreation Master Plan**

**DUE DATE/TIME:** Sealed Qualifications are due August 23, 2021 / 12:30 p.m. local time

**SUBMITTAL LOCATION:** Town Hall, 11 Rye Street, Broad Brook, CT 06016 c/o First Selectman's Office Attn: Melissa Maltese. Qualifications must be received at this location on or before said due date. Proposers are solely responsible for meeting this deadline.

**PROJECT DESCRIPTION:** The Town of East Windsor is seeking interested contracting firms to submit a list of pertinent qualifications for completing a Parks and Recreation master plan for the Town's parks that includes 7 parks, encompassing playgrounds, tennis courts, multiple sports fields, splashpad, dog park and swimming area. The master plan will include a mission, analysis of current conditions and challenges, identify key themes from community engagement and provide short and long-term goals for Parks and Recreation facilities. This project is funded by the Town of East Windsor.

**REQUIREMENTS/CRITERIA:** Four complete copies of the RFQ must be submitted. Qualification submittals may not exceed 10 pages (i.e., 10 pages is equal to 10 pieces of paper) in total length. In addition to the 10 pages, we will allow for the following additional supporting documents as follows: Cover Letter (not to exceed one (1) page). Table of Contents (not to exceed one (1) page). Covers (front and back – not to exceed one (1) sheet each to include the front and back). The following is the criteria that will be used for scoring proposals:

1. A statement describing Consultants' general qualifications and related performance information.
2. A description of Consultants' specific qualifications to create a Parks and Recreation master plan, including soliciting and integrating community input.
3. Similar completed projects and references concerning past performance including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration.
4. Consultants' geographic proximity to and familiarity with the physical location of the project.
5. Consultants' Ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses.

6. Consultants' pricing policies and pricing proposals or other pricing information, including the number of hours estimated for the services required, expenses, hourly rates and overhead.
7. Related services as described in the RFQ to include committed resources and recent, current, and projected workloads. Proposers responding to this request for qualifications do so solely at their expense and the Contracting Agency (Town) is not responsible for any Proposer expenses associated with the Request for Qualifications. The Proposer declares and agrees that they will comply with all provisions of the Federal and State statutes and regulations pertaining to Workers Compensation, Industrial Accident Insurance, Income Tax Withholding, Social Security, and payment of bills for labor and materials. Workers shall be paid not less than the specified minimum hourly rate of wage if the project is subject to the Prevailing Wage Rate Law. The Town reserves the right to reject any or all qualifications, to postpone making the award for a reasonable length of time, or waive informalities, and to accept the qualifications deemed in the best interest of the Town considering the experience and equipment of the bidders and the time required for completion.